

Request for Transportation to Non-public School

IMPORTANT: This application must be received by the Transportation Department by April 1st of the prior school year. All applicants must attach a Proof of Residency (see page 2) along with this document. Applications will not be accepted without a Proof of Residency. In addition, if you child is a new student or a kindergarten student, please submit a copy of the birth certificate.

Please submit to: transportationrequest@bcsd.org

TO BE COMPLETED BY PARENT/GUARDIAN

I _____ residing at _____
Parent / Guardian Name

Primary Telephone # Secondary Telephone # Email Address

Student Name(s)	Age	Date of Birth	Grade Entering

Name of school previously attended: _____

I certify that I became a resident of the Ballston Spa Central School District on ____/____/____ and the student(s) named above will be enrolled in the following school for the _____ school year:

Name of Non-Public School Address of Non-Public School

Signature of Parent or Guardian Date

All bus schedules will be posted on the "MyRideK-12" App. More information is available on the BSCSD website.

TRANSPORTATION DEPARTMENT USE ONLY			
Date Received:		Received By:	
Approved: <input type="checkbox"/>	Effective Date:		
Denied: <input type="checkbox"/>			Date Stamp Here

READ THESE INSTRUCTIONS BEFORE COMPLETING REQUEST FORM

Complete one form for EACH school of attendance and email to transportationrequest@bcsd.org or mail to:

Ballston Spa Central School District
Attention: Routing Specialist
1458 Saratoga Road
Ballston Spa, New York 12020

IMPORTANT: A new transportation request must be completed each school year for each school, and be received on or before April 1. Parents should mail or deliver completed application(s) *Return Receipt Requested* to insure delivery and for proof of delivery. The District is not responsible for US Post Office delivery delays.

FILING FOR MORE THAN ONE (1) SCHOOL BY APRIL 1 DEADLINE

If you are uncertain as to which private school your child will be attending the District allows parents of to submit transportation requests for more than one (1) private school, and/or allow parents to transfer the original request by the April 1st deadline. If you submit more than one request, you must notify us no later than May 15, which school your child will be attending. (Parents must decide on one school only.) All requests received after April 1 will be considered as “late requests” and will be processed according to established procedures and guidelines.

PROOF OF RESIDENCY

Documents that may be used for “Proof of Residency” include telephone bill, auto insurance ID card, lease agreement, power company bill (e.g. National Grid), cable TV or other service type bill, homeowner’s insurance policy, recently issued NYS motor vehicle license.

UPON RECEIPT OF YOUR APPLICATION BY APRIL 1 DEADLINE, THE DISTRICT WILL:

1. Verify residency,
2. Determine whether the non-public school which transportation is being requested is within state mandated mileage guidelines,
3. Parents/guardians will be notified if the non-public school does not meet mileage eligibility requirements.

APPLICATIONS RECEIVED AFTER APRIL 1 DEADLINE

Transportation will only be provided if space is available on an already scheduled bus to the school being requested. No applications will be considered if a bus is not already transporting students to that school.

SCHOOL ENROLLMENT ACCEPTANCE

You must submit an application by April 1st, even if you have not received acceptance from the school in which your child(ren) have applied. The application can be withdrawn at any time after April 1st if enrollment is declined.

IF YOU PLAN TO MOVE TO A NEW RESIDENCE WITHIN THE SCHOOL DISTRICT

Your change of address after May 15 will be considered as a late request, and transportation may not be available.